



ACS State & Local Solutions

On Behalf of the

City of Memphis

Information Services

Request for Qualifications

Oracle Professional Resource iProcurement

Issue Date: August 3, 2006

Response Date: August 11, 2006 2:00 PM

Response Accepted At: ATTN: ACS Executive Office
Oracle Professional Resource
100 North Main Street
Suite 3225
Memphis, TN 38103
E-Mail Inquiries: requests@memphistn.gov

Introduction

ACS, and the City of Memphis invite Vendors to submit qualifications for an Oracle Professional Resource for the Information Services Division of the City of Memphis. The selected Vendor will be contractually responsible for all services denoted in the document.

All questions pertaining to the Request for Qualifications (RFQ) should be e-mailed to request@memphistn.gov. Response to inquiries will be posted on the City of Memphis Website at www.memphistn.gov.

Scope of Work

The consultant selected for this position will be the Subject Matter Expert for the implementation of Oracle Procurement Contracts, Sourcing and iSupplier. Primary responsibilities include Project planning, functional and technical design and business analysis, technology evaluation/review, and coordinating the project development lifecycle activities.

Requirements

The Vendor must possess the expertise and knowledge to perform the following duties:

- a. Implementation experience three (5) years minimum with Oracle Purchasing, (2) years or more with iProcurement, Procurement Contracts, Sourcing and iSupplier.
- b. Understand and analyze the Business Requirements and assist customers in mapping/gapping their business needs to Oracle and walking them through Conference Room Pilot (CRP).
- c. Understand the Setup of Negotiation Terms and Conditions.
- d. Prepare relevant documents for functional design, Setup and Develop Training Manuals including test plans
- e. Possess necessary expertise and knowledge to be able to advise customers on best practices according to industry standards including working knowledge of procurement practices in government entities, particularly IT industry practices, procedures, and policies.
- f. Provide functional input to the technical team for data conversions, system extract and other custom designing
- g. Experience in Configuring Purchasing, iProcurement, Procurement Contracts, Sourcing and iSupplier for defining the reporting structures
- h. Know how to set up required security controls, by which relevant data can be restricted for operations
- i. Experience in user training of Oracle Procurement Contracts, Sourcing and iSupplier modules.

Skill Requirements

Government Oracle experience in:

- a. Application Implementation Methodology (AIM) implementing Oracle Purchasing, iProcurement, Procurement Contracts, Sourcing, iSupplier.
- b. Supervising application design and architecture components
- c. Supervising process and functional design activities
- d. Creating functional requirements as an input to application design
- e. Developing and testing detailed functional designs for business solution components and prototypes
- f. Supervising application build, test, and deploy activities
- g. Planning and executing data conversion activities
- h. Driving test planning and execution
- i. In-depth knowledge of software development methodologies and lifecycle
- j. Excellent communication skills
- k. Technology evaluation and research skills. Ability to log and track TARS.

Insurance Qualifications

Workers Compensation:

The Vendor shall maintain in force Workers' Compensation coverage in accordance with the Statutory Requirements and Limits of the State of Tennessee.

<u>Employers Liability:</u>	\$100,000	Each Accident
	\$500,000	Disease – Policy Limit
	\$100,000	Disease – Each Employee

Automobile Liability: Covering owned, non-owned: \$1,000,000 Each Occurrence – Combined Single Limits

Commercial General Liability:

Comprehensive General Liability Insurance, including Premises and Operations, Contractual Liability, Independent Contractor's Liability, and Broad Form Property Damage Liability coverage.

\$1,000,000	General Aggregate
\$1,000,000	Products & Completed Operations
\$1,000,000	Personal & Advertising
\$1,000,000	Each Occurrence (Bodily Injury & Property Damage)
\$50,000	Fire Damage
\$5,000	Medical Expense any One Person

Professional Liability:

\$1,000,000 Each Occurrence / Aggregate

Property Insurance:

The Vendor shall be responsible for maintaining any and all property insurance on their own equipment.

General Information

Relevant Local and Corporate Experience

ACS requires that each Vendor provide verifiable, documented evidence of local government and corporate experience, preferable in an environment comparable in size and scope to the City of Memphis, approximately 8,000 employees, for all the services detailed in its Response. It is the responsibility of the Vendor to explain how past experiences relate to its Response, including appropriate quantifiable data. Only verifiable experience with references will be considered.

Cost

Vendor must submit cost for the Services to be provided. It should be noted that the City's goal is to provide the best service possible to the City Divisions and the cost will be only one factor in the evaluation of proposals.

Proprietary Considerations and Public Records

Responses to this RFQ become the exclusive property of the City and are public record.

Response Closing Date

Written responses to this RFQ must be received by ACS no later than 2:00 PM CENTRAL TIME on August 11, 2006 Sealed responses must be addressed as it appears on the front page of this document titled "Response Accepted at".

Right to Reject

Notwithstanding any other provisions of this RFQ, the City reserves the right to reject any or all proposals.

M/WBE (Minority/Women Business Enterprise) Program

The City has a Minority/Women Business Enterprise Program that is designed to increase the participation of minority and women-owned businesses in the City's purchasing activities. While this is not a requirement, it is a plus. More information is available on the City's M/WBE program at www.memphistn.gov , 'Doing Business'.

Response Format /Content

Format - Submittals should be on 8 1/2 x 11 sheets (fold-out sheets permitted) contained in one loose-leaf binder no greater than 1 1/2 " in thickness. Five (5) copies shall be submitted, clearly marked on outside packaging: RFQ Oracle Professional Resource. Responses will not be returned. Responses not conforming to the required format will not be considered.

Content – As a minimum, response should contain the following:

- a. Cover Letter
- b. Table of Contents
- c. Description of Services compliant with RFQ requirements
- d. Company Background (Company Name, address, years of local service experience, etc...)
- e. Response
- f. Additional Data
- g. Executive Summary
- h. Describe any previous experience with the City of Memphis, Information Services

References

Vendor may be asked to provide references.

Method of Selection

Responses will be reviewed by a committee made up of City Information Services (IS) and ACS staff who will make a recommendation for selection, to the City of Memphis, Chief Information Officer. Vendors may be asked to submit a proposal and/or be invited for an interview, if it is considered necessary. All Vendors will be advised when selection has been made.

Reservations

The City of Memphis reserves the right to reject any and all proposals, to waive any informality in proposals and to negotiate changes in the scope of services to be provided.